

Message Text

UNCLASSIFIED

PAGE 01 STATE 180894
ORIGIN ARA-14

INFO OCT-01 ISO-00 SIG-03 /018 R

DRAFTED BY ARA/MGT:WAHYDE:WDCALDERHEAD:JE
APPROVED BY ARA/MGT:WDCALDERHEAD
ARA/MGT:GJKRIEGER
ARA/MGT/FM:JCAO-GARCIA

-----072426 181633Z /64

R 181408Z JUL 78
FM SECSTATE WASHDC
TO ALL AMERICAN REPUBLIC DIPLOMATIC POSTS
AMCONSUL BELIZE
AMCONSUL CURACAO
AMCONSUL MARTINIQUE

UNCLAS STATE 180894

E.O. 11652:N/A

TAGS: AFSP, OCON

SUBJECT: ARA ADMINISTRATIVE OFFICERS CONFERENCE AND
SUPERVISORY SEMINAR

1. IN LIEU OF A SERIES OF REGIONAL ADMINISTRATIVE CON-
FERENCES, ARA WILL HOLD THIS YEAR A SINGLE ADMINISTRATIVE
OFFICERS CONFERENCE/SUPERVISORY SEMINAR IN WASHINGTON
DURING THE PERIOD SEPTEMBER 11-19. EACH EMBASSY, AS
WELL AS THE US INTEREST SECTION HAVANA AND THE
CONSULATES GENERAL AT BELIZE, CURACAO AND MARTINIQUE,
IS REQUESTED TO SEND ONE REPRESENTATIVE.

2. THE CONFERENCE DELIBERATIONS WILL SPAN THE PERIOD
SEPTEMBER 11-14 AND WE ANTICIPATE INCLUDING SESSIONS
LEAD BY APPROPRIATE RANKING MANAGEMENT AND ADMINISTRATIVE
OFFICERS DEALING WITH SUCH SUBJECTS AS PERSONNEL POLICIES,
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CONSULAR ACTIVITIES, COMMUNICATIONS, SECURITY, FOREIGN
BUILDING OPERATIONS, AND SUPPLY MANAGEMENT. PARTI-
CIPATING ADMINISTRATIVE OFFICERS ARE INVITED TO
CONTRIBUTE THEIR IDEAS AND SUGGESTIONS ABOUT AGENDA
ITEMS BY C.O.B. AUGUST 11.

3. SEPTEMBER 15 WILL BE RESERVED FOR INDIVIDUAL CON-

SULTATIONS WITH BUREAU AND DEPARTMENT OFFICIALS TO
DEAL WITH SPECIFIC POST ADMINISTRATIVE PROBLEMS.

4. BEGINNING SATURDAY, SEPTEMBER 16, AND RUNNING THROUGH
THE EARLY AFTERNOON OF SEPTEMBER 19, PARTICIPANTS WILL
ATTEND A SUPERVISORY SEMINAR TO BE CONDUCTED BY DR.
HARRY WILKINSON OF UNIVERSITY AFFILIATES. THE SEMINAR
WILL BE CONDUCTED IN OR AT A SITE NEAR WASHINGTON
AND WILL FEATURE A CURRICULUM WHICH HAS IN THE PAST BEEN
FOUND MOST USEFUL AS AN INTEGRAL PART OF TRAINING PROGRAMS
FOR SUCH GROUPS AS DCM'S, SENIOR SEMINAR PARTICIPANTS,
AND CONSULAR OFFICERS. THE COURSE IS DESIGNED TO HELP
PARTICIPANTS BETTER UNDERSTAND THEIR OWN EXECUTIVE
STRENGTHS AND WEAKNESSES AND THUS COMPREHEND THE WAYS
IN WHICH THEY CAN MORE EFFECTIVELY SUPERVISE AND
MOTIVATE THEIR SUBORDINATES.

5. ARA WILL FUND TRAVEL TO AND FROM POSTS OF ASSIGNMENT
PLUS PER DIEM, AS WELL AS TRANSPORTATION (IF NECESSARY)
TO NEARBY SEMINAR SITE.

6. A LIMITED NUMBER OF ROOM RESERVATIONS HAVE BEEN MADE
AT KEY BRIDGE MARRIOTT HOTEL IN ROSSLYN FOR THE NIGHTS
SEPTEMBER 10-15 AND THE NIGHT OF SEPTEMBER 19. COSTS
ARE DOLS 46 SINGLE AND DOLS 56 DOUBLE. FYI, MAXIMUM
SUBSTANCE PER DIEM IS DOLS 50; REGULAR WASHINGTON
PER DIEM IS DOLS 35. IF ANYONE WISHES RESERVATION
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STARTING EARLIER OR ENDING LATER BECAUSE OF PERSONAL
CONSIDERATIONS, PLEASE ADVISE SOONEST. IF RESERVATIONS
AT OTHER HOTEL ARE PREFERRED, PLEASE ADVISE (GIVE THREE
CHOICES IN ORDER OF PREFERENCE) ALTHOUGH BUREAU HAS
ALREADY FOUND THAT MOST HOTELS ARE SOLIDLY BOOKED FOR
PERIOD IN QUESTION. IF SEMINAR HELD OUTSIDE WASHINGTON
(AS SEEMS LIKELY), ARA WILL MAKE ALL NECESSARY HOTEL
AND BUS RESERVATIONS.

7. ACTION: ADVISE ARA/MGT BY C.O.B. JULY 21 (A) NAME
OF PARTICIPANT, (B) WHETHER HOTEL RESERVATION AT KEY
BRIDGE MARRIOTT OR ELSEWHERE DESIRED, AND (C) BY C.O.B.
AUGUST 11 YOUR AGENDA SUGGESTIONS, IF ANY. CHRISTOPHER

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ORIGIN ARA-14

INFO OCT-01 NEA-10 ISO-00 /025 R

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DRAFTED BY:DAVID BEALL ARA/MGT

APPROVED BY:WILLIAM D. CALDERHEAD

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R 280155Z JUL 78

FM SECSTATE WASHDC

TO AMEMBASSY AMMAN

UNCLAS STATE 180894

FOLLOWING REPEAT STATE 180894 ACTION AMMLL AMERICAN
REPUBLIC DIPLOMATIC POSTS BELIZE CURACAO MARTINIQUE
JUL 18.

QUOTE: UNCLAS STATE 180894

E.O. 11652:N/A

TAGS: AFSP, OCON

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2. THE CONFERENCE DELIBERATIONS WILL SPAN THE PERIOD
SEPTEMBER 11-14 AND WE ANTICIPATE INCLUDING SESSIONS
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LEAD BY APPROPRIATE RANKING MANAGEMENT AND ADMINISTRATIVE
OFFICERS DEALING WITH SUCH SUBJECTS AS PERSONNEL POLICIES,
CONSULAR ACTIVITIES, COMMUNICATIONS, SECURITY, FOREIGN
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SUBSISTANCE PER DIEM IS DOLS 50; REGULAR WASHINGTON PER DIEM IS DOLS 35. IF ANYONE WISHES RESERVATION STARTING EARLIER OR ENDING LATER BECAUSE OF PERSONAL CONSIDERATIONS, PLEASE ADVISE SOONEST. IF RESERVATIONS AT OTHER HOTEL ARE PREFERRED, PLEASE ADVISE (GIVE THREE CHOICES IN ORDER OF PREFERENCE) ALTHOUGH BUREAU HAS ALREADY FOUND THAT MOST HOTELS ARE SOLIDLY BOOKED FOR PERIOD IN QUESTION. IF SEMINAR HELD OUTSIDE WASHINGTON (AS SEEMS LIKELY), ARA WILL MAKE ALL NECESSARY HOTEL AND BUS RESERVATIONS.

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